Source2Pay Project
Change Order Processing
Focus Group Meeting
Jan 2018
Agenda

- Welcome
- Introductions
- Source-to-Pay Project Overview
- Project’s Process Details
- Process Current State
- Current State Identify Issues
- Next in the project’s process
- Questions
Welcome!

- Introductions
  - Name
  - Department
  - Current Job
  - Goal for being participating on a Focus Group
Source2Pay Project

- Our current source-to-pay procedures at the University has significant opportunities for improvement and impact every department within the University system.
Project Purpose/Goal

- Identify process improvements throughout source to pay process
- Develop RFP
- Ultimate goal is to minimize, improve & standardize IT platforms
Purpose of the process

- To have a process in place to make changes to a PO or Contract after it has been executed.
Process Boundaries

*Begin:* The process starts when a need for a change order has been identified.

*Ends:* The process ends when a change order is complete, posted and/or customers have been notified.
The Process

1. Identify Need for Change Order
2. Submit Request for Change Order
3. Assign, Review & Process Change Order
4. Complete Change Order
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The Process

Identify Need for Change Order

Submit Request for Change Order

Assign, Review & Process Change Order

Complete Change Order
What do you do for Change Order Processing?
Current State

Issues with the current process?
Next Steps

- Present feedback to Project’s process Team
- Finalize current state
- Begin future state
- Present future state to each campus
Contact Information

Cassie Tafilaw
OBFS - Business Solutions & Support
ctafil1@uic.edu
312-413-4601

Kristi Moore
BPI Shared Services
klmoore@uillinois.edu
217-333-6259
Thank YOU!